

## **EODAC Proposed Questions and Document Requests**

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### **Applicant Stage**

1. Where can the public find information about candidate pools for the hiring process for each academic year/specific positions?
  2. Does the district have any sort of documentation about the diversity of our candidate pools, if so where is that information and is it publicly available?
  3. Specifically, what data is requested of applicants? How is this data used?
  4. Are we in compliance with 5 CCR § 53023 Applicant Pool Review?
  5. How is the diversity statement to include in advertisements decided? Is our current one reflective of the committee, EEO Plan, etc?
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### **Hiring Stage**

6. Is there documentation or written explanations as to how effectively hiring committees, or divisions, deans, etc., are actually implementing the district EEO plan in their hiring practices? If so, are those documents publicly available?
  7. How do we determine the members of search committees? Are we compliant with 5 CCR § 53024(e)?
  8. To what extent are hiring committees given diversity training in alignment with the EEO plan? How is the district ensuring that various faculty and staff hiring committees are receiving training? Is there funding for such training? Is there a record of evidence to show what departments/divisions, etc., are receiving this training?
  9. How are interview questions determined?
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### **Employment Stage**

10. Is there any sort of written statement that reflects the institution's efforts to create a diverse faculty and staff in accordance with the EEO plan vis-a-vis the actual demographics of our faculty and staff? How is progress measured in terms of implementing the EEO plan?
11. What EEO paperwork is currently requested successful candidates? Where is this data stored? How is it used?
12. Per 5 CCR § 53004, persons with disabilities are a monitored group. Where are the percentage comparison data employees:students for this group?
13. Why do the discrimination statements and protected classes differ in college and district documents? Should these all be uniform? How are these determined?
14. What is our process for filling a complaint and its subsequent investigation? Do our deadlines align with federal oversight agencies? Are we compliant with 5 CCR § 53026 Complaints?
15. Who is the ADA Coordinator?
16. Do we have accessible forms to request accommodations and file a complaint?

## **Supplemental materials**

### **Current Diversity Statement in Job Advertisements**

As an Equal Employment Opportunity Employer, the Kern Community College District encourages candidates with diverse backgrounds to apply.

#### **5 CCR § 53023 Applicant Pool Review**

(a) The application for employment shall provide for self-identification of the applicant's gender, ethnic group identification and, if applicable, his or her disability. This information shall be kept confidential and shall be used only in research, monitoring, evaluating the effectiveness of the district's equal employment opportunity program, or any other purpose specifically authorized in this subchapter, or by any applicable statute or regulation.

(b) After the application deadline has passed, the composition of the initial applicant pool shall be recorded and reviewed by the Chief Human Resources Officer or designee.

All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

(c) The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a).

#### **5 CCR § 53024 Screening and Selection Procedures**

(e) Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications.

#### **5 CCR § 53004 District Evaluation and Report to Chancellor (Monitored groups)**

(b) For purposes of the data collection and report required pursuant to subdivision (a) of this section, each applicant or employee shall be afforded the opportunity to identify his or her gender, ethnic group identification and, if applicable, his or her disability.

#### **5 CCR § 53026 Complaints**

Each community college district shall establish a process permitting any person to file a complaint alleging that the requirements of this subchapter have been violated. A copy of the complaint shall immediately be forwarded to the Chancellor who may require that the district provide a written investigative report within ninety (90) days. Complaints which also allege discrimination prohibited by Government Code sections 11135 et seq. shall be processed according to the procedures set forth in subchapter 5 (commencing with section 59300) of chapter 10 of this division.

## BC Catalog

Equal Opportunity Employment Statement In accordance with the requirements of the Civil Rights Act, Bakersfield College provides services and benefits to students regardless of race, color, national origin, ancestry, gender, age, religion, marital status, medical condition, or disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. (Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990) [http://files.bakersfieldcollege.edu/catalogue/Full-Catalog\\_2017-18.pdf](http://files.bakersfieldcollege.edu/catalogue/Full-Catalog_2017-18.pdf)  
p.10

### District Statements:

The Kern Community College District (KCCD) is committed to providing an academic and work environment free of unlawful discrimination. Discrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates KCCD policy. The KCCD will enforce all state and federal laws prohibiting discrimination. <https://www.kccd.edu/human-resources/discrimination-free-work-environment>



Office of Human Resources  
2100 Chester Avenue  
Bakersfield, CA 93301-4099  
(661) 336-5140

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### A REAFFIRMATION OF THE KERN COMMUNITY COLLEGE DISTRICT'S NON-DISCRIMINATION/EQUAL EMPLOYMENT POLICY

The Kern Community College District (KCCD) will not tolerate discrimination against any person. Unlawful discrimination is defined as special or disparate treatment based on race, color, religion, gender (or pregnancy related condition), national origin, age, disability (or medical condition), marital status or sexual orientation. The KCCD will enforce all state and federal laws prohibiting discrimination.

Furthermore, KCCD is committed to maintaining a working and educational environment free of sexual harassment. KCCD will not tolerate any behavior that constitutes sexual harassment of staff, students, or visitors. It is the policy of the KCCD that all members of the collegial community including staff, students, visitors, guests, or contractors, will not sexually harass one another or retaliate against one another for making sexual harassment complaints.

<https://www.kccd.edu/sites/kccd.edu/files/page/%20KCCD%20Discrimination-Free%20Academic%20and%20Work%20Environment%20and%20Equal%20Employment%20Opportunity%20Statement%204-2017.pdf>

## PC

In accordance with the requirements of the Civil Rights Act, Porterville College provides services and benefits to students regardless of race, color, national origin, ancestry, gender, age, religion, marital status, medical condition or disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. (Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990.)

<https://www.portervillecollege.edu/about-pc/equal-employment-opportunity-statement>

## CCCC

All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful discrimination, including that which is based on any of the following statuses: national origin, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

<https://www.cerrocoso.edu/student-services/access-programs/unlawful-discrimination>